



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Board of Physical Therapy Examiners

Criminal History Records Check

A full Criminal History Records Check is a requirement for a Maryland Physical Therapy License. A full background check includes both State and FBI checks. The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Record Checks. History record checks are conducted by being fingerprinted.

CJIS AUTHORIZATION #: 1400004045

FBI ORI #: MD 920519Z

REASON FINGERPRINTED: PT / PTA License

TYPE OF CHECK: Governmental Licensing\Certification

The cost is **\$50.00** (\$30.00 background check and \$20.00 fingerprinting service). However, the cost of fingerprinting services from private providers can vary. The fee must be **paid directly to the provider**. **CASH AND MONEY ORDERS ARE NOT ACCEPTED. For additional information contact CJIS at 410-764-4501 or visit www.dpscs.maryland.gov/publicservs/fingerprint.shtml**

All applicants for licensure in Maryland will be required to submit fingerprints. This can be accomplished in two ways depending on if you are a Maryland resident or not. In order to comply with the regulations and not delay the issuance of a license, follow the following directions.

Maryland Resident

1. Follow the directions in this letter and have your fingerprints taken prior to mailing in your application. You will need to have the CJIS Authorization number and FBI ORI # with you when you are fingerprinted.
2. Once the results of the background check are received the application process will be completed in accordance to Board regulations and policies.

Out of State Resident

1. If you live or work close to Maryland you have the option of using a Maryland location for your fingerprinting. If you use a Maryland location you may follow the directions for Maryland residents. If not,
2. Mail in your application with all applicable documents and fees.

3. Once the Board receives your application you will be sent a set of fingerprint cards containing the CJIS Authorization number and the FBI ORI #. (*See Directions Below*)
4. Have your fingerprints taken at a location near you.
5. Once you have your prints taken you MUST mail the fingerprint cards to either address listed below with a check for \$30.00 made out to the "CJIS Central Repository".

Regular Mail	or	FedEx & Priority Mail
CJIS Central Repository P.O. Box 32708 Pikesville, Maryland 21282-2708		CJIS Central Repository 6776 Reisterstown Road Suite 102 Baltimore, Maryland 21215

6. Once the results of the background check are received the application process will be completed in accordance to Board regulations and policies.

For a list of Electronic fingerprinting locations go to the following website. The Board of Physical Therapy is not responsible for the list. If you have any issues with a fingerprinting location please contact CJIS directly.

Electronic fingerprinting: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Please read § 13-302.1 Criminal History Record Checks of the Maryland Board of Physical Examiners Act, Health Occupations article at <http://dhmh.maryland.gov/bphte/SitePages/bptact.aspx> for a full description of the requirements. You may contact the office at 410-764-4752 to answer your questions.

Fingerprint Card Directions:

The fingerprint card that is sent to you is the only one the State of Maryland accepts. We will not accept fingerprints done on the card from another state. When completing the card you may leave the following fields blank: Attention, Mail Reply To and Address. The preprinted information on the card will direct CJIS where to send the results.

When signing the card do not pre-sign it. You MUST sign the card in the presence of the individual taking the prints.